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MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Establishment of the Foreign Publications Branch in the Library Division, OGD

REFERENCE : (Attached as Tabs)

Tab 1 - Memorandum to the DD/A from the Executive/Collection and Dissemination, dated 14 July 1953.

Tab 2 - Concurrence by the Assistant Management Officer, DD/I Area, dated 17 July 1953.

Tab 3 - Concurrence by the Comptroller, dated 23 July 1953.

1. Tab 1 sets forth in substance the text of a memorandum from the DD/I to AD/O and AD/CD, delineating their respective responsibilities in the Agency's foreign language publications program. The Foreign Documents Division, Office of Operations, will continue to be responsible for preparing English language excerpts, summaries, abstracts, and compilations from foreign language publications and for the coordination of translation services; OGD will assume the responsibility for developing and maintaining indexes, accession lists, and reference services for foreign language publications and for coordination of procurement of foreign language publications (except captured documents). To implement the plan, the Office of Collection and Dissemination requests that a Foreign Publications Branch composed of seventeen positions be established in the Library Division, OGD. T/O spaces will be obtained by transferring thirteen positions now allotted to the Documents Control Branch, FDD, and four positions now allotted to the Book Branch, Library Division, OGD to the proposed Foreign Publications Branch.

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OCD requests that the transfer of the positions concerned be made at the currently approved grades on the FDD and OCD T/O's pending:

a. A clarification of the Agency budget and personnel situation.

b. The outcome of discussions now underway between the State Department and CIA on the transfer of the foreign publications procurement function to the Agency.

c. Experience, as derived by the CIA Library in effecting the merger of Document Control Branch functions into the Agency library framework.

2. Tab 2 is the concurrence of the Assistant Management Officer, DD/I area, stating that the proposed realignment of foreign documents functions between FDD and OCD would be in accordance with the DD/I's instructions to the AD/O and the AD/CD dated 10 April and 7 May 1953. Further, operations as proposed would not result in duplication of screening effort. In conclusion, the Assistant Management Officer recommends that a detailed study be made of workload, procedures and personnel requirements at such time as the conditions cited in paragraph 1a, 1b and 1c, are met and prior to final T/O submission and classification survey.

3. Tab 3 is concurrence by the Comptroller, stating that it does not appear that any additional expense is involved in this proposal as all of the positions are included in the FY 1954 budget estimates of the respective offices.

4. Inquiry of OCD reveals that there are no space or supply problems involved in the proposal.

5. The Special Assistant (Administration) to the DD/I has notified this Office that the transfer of 13 positions from FDD/O to OCD has been coordinated with both Offices concerned.

6. Based on the above considerations, it is recommended that the XL proposal be approved as set forth in Tab 1, with the qualification that the Foreign Publications Branch be surveyed by the Classification and Wage Division as soon as program considerations are resolved. In the interim, position actions involving promotions or recruitment can be handled on an individual basis.

GEORGE E. WELDON
Personnel Director

3 Attachments
As stated

Action by Approving Authority:

Date 7/0 and Ceiling Approved,

131 A.K. White
Acting Deputy Director
(Administration)

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OPD/CWD/ isab (4 August 1953)

Distribution:

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ORIGINAL DOCUMENT MISSING PAGE(S):

missing 3 attachment tab 1, 2, 3,